



UNIVERSITÉ
SAINT-PAUL
UNIVERSITY



ORIENTATION GUIDE

INTERNATIONAL STUDENTS

2023-2024

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ustpaul.ca



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WELCOME TO SAINT PAUL UNIVERSITY

As you embark on this new life experience at Saint Paul University, we extend a warm welcome to our new students and welcome back those of you who are returning. May you continue to grow; to add to the goodness and beauty in this world and to develop the unique dreams and talents that make you who you are. The world is in need of gifted and ambitious people like you who carry the promise of a better future, with a stronger, and more inclusive and humane society.

We encourage all of you to participate in the 2023 orientation events. It is an ideal opportunity to meet professors and fellow students in your faculty, enjoy a host of activities, and get answers to your questions. After all, orientation is all about you! On **Tuesday September 5th there will be a mandatory orientation session for international students** and information for the event will be send out closer to the date.

Today, more than ever before, SPU is experiencing exciting growth—and that is due in large part to you, our students, who have chosen to further your education here.

Thanks to the support of our faculty members and our dedicated and competent staff, we are confident that you will achieve your goals and enjoy a successful academic year at SPU.

We are confident that you will take up the next challenges in Saint Paul with energy and imagination. Remember to draw on the fundamental values that have shaped and guided Saint Paul University since its foundation and prepare to « Change the Face of the World. »

We wish you good luck as you start your studies!

The Administration Committee



EVERYTHING YOU NEED TO KNOW BEFORE STARTING YOUR STUDIES

CHOOSING YOUR COURSES

You are responsible for [choosing your courses](#) based on the requirements of your [program of study](#) as well as on the sequence of courses offered. You must register for mandatory and optional courses by following the instructions sent to you by email by the University.

If you were admitted into your second year and were granted equivalencies or exemptions, please carefully review your offer of admission. Equivalencies or exemptions included in your offer must be taken into account while completing your course selection.

COMPLETE MANDATORY TRAINING ABOUT ACADEMIC INTEGRITY:

All new undergraduate and graduate students (except doctorate students) must complete the training on academic integrity in their first year at Saint Paul University. The training will help you develop essential academic integrity skills, help ensure you understand academic integrity and show you resources to succeed right from the start of your studies.

You will be registered automatically.

BACHELOR PROGRAM REQUIREMENTS

Saint Paul University offers different types of bachelor programs (equivalent to a license in some countries). To finish your studies within the usual time period for your program, make sure you have understood the requirements.

Throughout the year, you can meet by appointment with an academic advisor to help you with your academic progress. An academic advisor is available to assist undergraduate and graduate students with course selection, academic programs, and regulations, and other academic matters. [Click here](#) to book an appointment.

You can also book an appointment with a representative from the international sector [here](#).



RESSOURCES

HOW TO CONNECT TO THE WIRELESS NETWORK ON CAMPUS

When prompted for user credentials:

- Username: your uOttawa email address (example: jdoe123@uOttawa.ca)
- Password: your uoAccess password (Gmail)

To ensure a successful connection to the eduroam network, please use your full @uOttawa.ca email address.

MANUALS/READINGS

All of your course manuals and readings will be online via Brightspace.

TUITION FEES

Your bill and account statements are only available online.

Your account must be activated to access them. To activate your account, please consult the virtual tools guide.

Your tuition fees must be paid to Financial Services before the September 1, 2023, deadline to avoid late fees. **See the online payment page** for more information.



ACADEMIC SUPPORT SERVICES

LIBRARY

GUIGUES HALL, 1ST FLOOR

WRITING CENTRE

LIBRARY, GUIGUES HALL

At the Writing Centre, you can meet with writing coaches who will give you tools and strategies to do your work. You will learn how to structure and present your work and avoid plagiarism.

To schedule an appointment, please contact:

redaction-writing@ustpaul.ca.

ACADEMIC ACCOMMODATIONS

The Academic Accommodations Service works with the academic community to support students with temporary or permanent disability.

Contact the Saint Paul University Registrar's office (registrar@ustpaul.ca) to learn more.

UNIVERSITY CALENDAR

DATES TO REMEMBER:

FALL 2023

First Day to Register for Courses	May 23
Deadline for Paying Tuition Fees Without Late Fees	September 1
Fall Session Dates	September 1 to December 31
Orientation Session for International Students	September 5
Labour Day Holiday	September 4
Start of Classes	September 6
Last Day to Enrol or Change Course	September 19
Thanksgiving Holiday	October 9
Study Break (No Classes)	October 22 to 28
Last Day to Withdraw From a Course or Activity With No Financial Credit	November 17
Study Day	December 6
Christmas Holidays – SPU is Closed	December 23, 2023 to January 2, 2024 inclusively.

UNIVERSITY CALENDAR

DATES TO REMEMBER:

WINTER 2024

Course Registration Begins	May 23, 2023
Winter Semester Dates	January 1 to April 30
Last Day to Pay Tuition Without Late Fees	January 1
Orientation Session for International Students	to be determined
Classes Begin	January 8
Last Day to Enrol or Change Courses	January 20
Family Day (No Classes)	February 19
Reading Week (No Classes)	February 18 to 24
Last Day to Withdraw From a Course or Activity Without a Financial Credit	March 29
Easter Break (No Classes)	March 29 to April 1
Study Day (No Classes)	April 11

ACADEMIC REGULATIONS

For the complete list of academic regulations, visit:

www.ustpaul.ca/academicregulations

PLAGIARISM AND ACADEMIC FRAUD

It is considered academic fraud when an act committed by a student may result in a false academic evaluation of that student or another student. Without limiting the generality of this definition, academic fraud takes place when a student commits any of the following offences:

- Plagiarizes or cheats in any way;
- Submits work for which they are not, in whole or in part, the author, except for duly cited quotations and references. This work can be an academic paper, an essay, a test, an exam, a research report or a thesis, whether written, oral or in another form;
- Presents research data that have been falsified or concocted in any way;
- Attributes a purported statement of fact or a source that has been concocted;
- Submits, without prior written permission from the professors concerned or the academic unit concerned, the same work or a major part of the same work for more than one course, or a thesis or other work that has already been submitted elsewhere;
- Falsifies an academic evaluation or misrepresents it, uses a forged or falsified academic record or supporting document, or facilitates the use of such a record or document;
- Undertakes any other action with the aim of falsifying an academic evaluation.

PHYSICAL AND MENTAL HEALTH

HEALTH INSURANCE, HEALTH SERVICES

The University Health Insurance Plan (UHIP) is a mandatory plan for all international non-residents who study or work in a participating Ontario university or affiliated college. Check your invoice from the University to make sure you have paid for UHIP.

The cost of medical services and care are very high in Canada. If you do not have the appropriate insurance coverage, you must pay your medical costs yourself.

PRESCRIPTION DRUG, DENTAL AND VISION INSURANCE

Professional services offered by optometrists, dentists as well as reimbursement for prescription health are covered by Green Shield.

This insurance is managed by the Saint Paul University Students' Association (SPUSA) in partnership with University of Ottawa Students' Union (UOSU).

Check your invoice from the University to make sure you have paid this premium. Otherwise contact Saint Paul University's Financial Service.

PRESCRIPTION HEALTH, DENTAL AND VISION INSURANCE FOR SPOUSES AND CHILDREN

The spouses and children of students can also join the insurance policy. To do this, students must submit the application form for their dependents before September 30 2023.

Forms are available online or contact SPUSA at spusa-aeusp@ustpaul.ca

COUNSELLING AND PSYCHOTHERAPY

Two psychotherapists are available **free of charge** for a maximum of 10 individual sessions per academic year, in a strictly confidential setting, to support you in resolving your problems.

Physical and mental health are crucial to your academic success.

For more information, visit the [Student Success Centre web page](#).

PASTORAL SERVICES

Pastoral Services offers you spiritual support from a chaplain.

For more information, contact Pastoral Services:
pastorale@ustpaul.ca

WORK EXPERIENCE AND INTERNSHIPS

INTERNSHIPS

The Internship Office supports students who wish to add a practical component to their program. If you are eligible, the Internship Office will help you find a supervised internship during your university career.

Your academic progress and certain eligibility criteria will determine the type of internship you can do.

For more information, visit the [Internship Office webpage](#) or contact the office by email: stages-internships@ustpaul.ca.

SERVICES AND PRACTICAL INFORMATION

SAINT PAUL UNIVERSITY STUDENTS' ASSOCIATION

The [Saint Paul University Students' Association](#) is an independent organization that is active in a number of areas of student life. Contact SPUSA at spusa-aeusp@ustpaul.ca.

PUBLIC TRANSIT

Thanks to the U-Pass, full-time students at Saint Paul University who have classes on campus can travel through urban areas without worrying about having the exact change or needing to buy tickets or a monthly pass.

The cost of the U-Pass is included in your invoice from the University. If you don't want to pay for U-Pass, you can find information [online](#) on how to be exempted.

CHECKLIST — WHERE TO START?

As a student, you will need to use virtual tools.

These tools will allow you to choose your courses and look up:

- your course schedule (**uoCampus**);
- your account statement form and amount owing to the University (**uoCampus**);
- complete the mandatory online Academic Integrity training before you commence your studies. (**Brightspace**);
- documents distributed by your professors (**Brightspace**);
- comments and discussions with your professors and classmates (**Brightspace**); and,
- your unofficial transcript (**uoCampus**).

How to access these tools:

- Request your username (which will be your @uottawa.ca email address) and your password from uoforms.uottawa.ca/it/en/service_desk_request_visitor.
- Have your student number available.

Pay your tuition fees (ensure that UHIP fees are included in your bill from the University).



OFFICIAL GRADING SCHEME

DÉFINITION	NOTE ALPHA	POURCENTAGE	VALEUR NUMÉRIQUE
EXCEPTIONAL	A +	90-100	10
EXCELLENT	A	85-89	9
	A -	80-84	8
VERY GOOD	B +	75-79	7
	B	70-74	6
GOOD	C +	65-69	5
	C	60-64	4
PASSABLE	D +	55-59	3
	D	50-54	2
FAILURE WITH SUPPLEMENTAL EXAMINATION	E	40-49	1
FAILURE	F	0-39	0
ABSENT	ABS		0
FAILURE/ INCOMPLETE	EIN		0
CREDITED COURSE	CR		
NO CREDIT	NC		
PASS	P		

PASSING GRADE

At the undergraduate level, the passing grade is generally D.

At the graduate level, the minimum passing grade is C+. Some programs require a higher mark.

ACADEMIC TERMINOLOGY

UNIVERSITY UNITS (“POINTS”)

Units are *points* allowing the workload to be measured.

This takes into consideration lectures, projects, seminars, internships, research, personal work, exams, training objectives and skills to acquire.

At SPU, 3 units are equivalent to 36 classroom hours per term (3 hours of classes per week for 12 weeks).

HONOURS BACHELOR OF ARTS

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 60 units from mandatory courses.

HONOURS BACHELOR OF ARTS WITH MAJOR

Undergraduate degree recognizing the equivalent of four full-time years of study (5 classes per term) and the completion of 120 units, including 42 units from mandatory courses.

A second major of 42 units or a minor of 30 units must be added to the first major.

MAJOR

The major includes 42 units in a discipline or area of study.

A second major can be added to the main program of study.

MINOR

The minor includes 30 units in a discipline or area of study.

GRADUATE DIPLOMA

In general, the graduate diploma is a 15-unit program that includes courses and a seminar. The program normally takes place over one year, divided into two full-time terms if course offerings are available. It is also possible to take this program part-time.

MASTER'S

In general, the Master of Arts is a program that requires taking courses and writing a research paper or a thesis. Students are expected to fulfill all requirements in two years of full-time studies. The maximum time permitted, full-time or part-time, is four years from the original date of registration in the program.

DOCTORATE

In general, the doctorate requires taking courses, presenting a unique research project, and writing a thesis. All requirements are expected to be met within four years of full-time study.

